

Submitting Change Requests

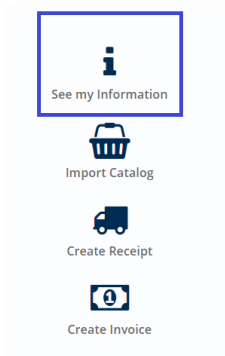
After the Supplier Enrollment process is completed, suppliers can continue to manage their account, making updates as needed to the supplier record information.

Creating a supplier change request will unlock all of the fields on your Supplier Record and allow you to make changes as necessary to your account. Suppliers can only submit one Change request type at a time. All submitted supplier change requests will be automatically saved by APP; however, changes to organization's TIN and/or Legal Name will require additional review from the State.

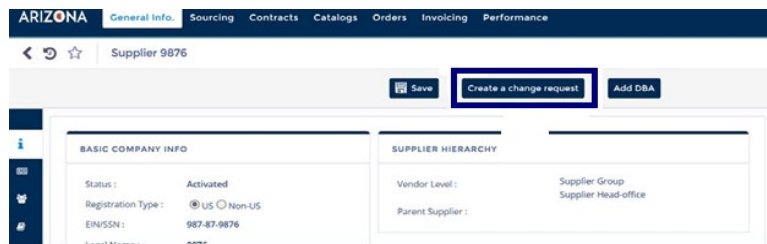
If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Submitting a Change Request

1. Once on the APP homepage click on the see my information tab on the left side of your screen.



2. On the top of the screen select **Create a change request**.



If there is a Change request in process you will not be able to start another one until that one has been submitted. In order to finish that change order you will click the pencil next to it to edit the original change order. You can include the new changes in that same one.

3. Select the **Change Request Type** from the dropdown menu. Depending on the type of Change selected, different fields will become editable.

The screenshot shows a form with three buttons at the top: 'Save' (blue), 'Cancel' (red), and 'Submit for Approval' (green). Below the buttons is a red horizontal line. Underneath the line is the section 'REQUEST DETAILS'. The 'Change Request Type' dropdown menu is open, showing 'General Change Request' as the selected option. Below it, the 'Reason for change request' dropdown menu is also open, showing options: 'Legal Name Change', 'Prevent future orders for this supplier', and 'TIN Change'.

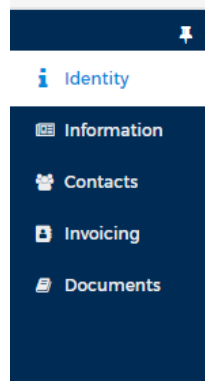
General Change Request

This type of change request will allow suppliers to edit certain fields within the **Identity, Information, Invoicing, Documents,** and **Contacts** tabs.

1. Ensure the field titled **Reason for Change Request** is completed with an explanation as to what exactly is being updated.

The screenshot shows the 'CHANGE REQUEST DETAILS' section. The 'Change Request Type' dropdown menu is set to 'General Change Request'. The 'Reason for change request' field is highlighted with a blue box, indicating it is the field to be updated.

2. Now, navigate to the fields on the left, blue tab that need to be changed for this specific change order.



3. Click **Submit for Approval** to automatically save all changes. Changes will automatically be updated on the supplier profile.

NOTE: If any required fields were missed, the system will specify which fields need to be revisited in order to complete the change request.

The screenshot shows the 'REQUEST DETAILS' section of a form. At the top right, there are three buttons: 'Save' (blue), 'Cancel' (red), and 'Submit for Approval' (green, highlighted with a blue box). Below the buttons, the 'REQUEST DETAILS' section contains two dropdown menus. The first is 'Change Request Type' with 'General Change Request' selected. The second is 'Reason for change request' with 'Legal Name Change' selected. Other options in the second dropdown include 'Prevent future orders for this supplier' and 'TIN Change'.

Legal Name Change or TIN Change

This change request gives the supplier the ability to change the Legal Name or TIN field.

NOTE: Changing the Legal Name or TIN requires State approval. The supplier cannot change the Legal Name and TIN immediately or at the same time until there is approval from the accounting office.

1. To change the company's legal name, navigate to the BASIC COMPANY INFO section, third down is the **Legal Name** field, and type in the company's new name. Please note, any field highlighted in red on the page must also be completed.

The screenshot shows the 'BASIC COMPANY INFO' section of a form. The 'Legal Name' field is highlighted in red. Other fields include 'Status', 'Registration Type' (with radio buttons for 'US' and 'Non-US'), 'Doing Business As', 'Web Site', 'State of Incorporation', 'Freight Terms' (with a dropdown menu showing 'Freight Collect'), 'Comment', and 'CR approved or in Progress' (with a checkbox).

- To change the supplier's TIN, navigate to the **Information** tab on the left-hand menu, and the **Tax ID** field in the TAX INFORMATION section. Type the new TIN there. Please note, any field highlighted in red on the page must also be completed.

TAX INFORMATION

Legal Form : [Red Highlighted Field] ...

TIN Type : EIN
 SSN/ITIN/ATIN
 Foreign Tax#

Tax ID : [Blue Highlighted Field]

- Click **Submit for Approval** to request the change. The APP system will review the request to see if the supplier has any open POs or contracts under the current Legal Name or TIN.
- If POs or contracts exist, the APP system will notify the supplier to submit a *"Please Prevent Future Orders for this Supplier"* Change Request and re-register using the new Legal Name or TIN. If no POs or contracts exist, changes will be approved and saved automatically on the supplier profile.

Save | Cancel | Submit for Approval

REQUEST DETAILS

Change Request Type : General Change Request

Reason for change request :
General Change Request
Legal Name Change
Prevent future orders for this supplier
TIN Change

Preventing Future Orders

If re-registration is required, the supplier must mark the Change Request Type as *"Please Prevent Future Orders for this Supplier"*. This is equivalent to putting a 'block' status on the supplier account, meaning all future transactions are prevented, and the State will only be able to make payments on existing POs.

- Choose **Prevent future orders for this supplier**, complete the *Reason for change request* and then click the **Submit for approval** button.

ARIZONA

PROCUREMENT PORTAL

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REQUEST DETAILS

Change Request Type	General Change Request
Reason for change request :	General Change Request Legal Name Change Prevent future orders for this supplier TIN Change